



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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ALAN T. SASAKI  
AUDITOR-CONTROLLER

September 1, 1998

To: Each Department and District Head

From: Alan Sasaki  
Auditor-Controller

Subject: **EMPLOYEE FRAUD HOTLINE INVESTIGATIONS**

In the last several years there has been significant turnover in the top-level management of many departments. Because of these changes I believe it is time to remind all of you of the County policies regarding internal investigations.

**Background**

The Employee Fraud Hotline was established by the Board to provide employees and the public with a central agency to report allegations of fraud and other improper actions committed by County employees, and vendors or contractors doing business with the County.

The Auditor-Controller maintains the database for all Hotline calls and fraud referrals. This is the backbone of the Employee Fraud Hotline system. It allows complaints to be logged and tracked and ensures that all allegations are addressed. It also ensures that there is no duplication of investigations.

The Employee Fraud Hotline receives over 1200 calls annually. Those calls are logged in and evaluated. Administrative investigations are either referred to the involved department or a central line department, such as Human Resources or Affirmative Action, or retained by my Special Investigations Unit (SIU). Criminal allegations are either referred to the Sheriff, District Attorney or investigated by SIU. If outside local law enforcement is required, the Office of Security Management will be responsible for contacting the appropriate agency and monitoring those cases. The Auditor-Controller is responsible for referring and monitoring cases to Federal and State licensing agencies.

Any threats against County employees or County facilities must be reported immediately to the Office of Security Management. Threats made by County employees must also be reported to the Auditor-Controller's SIU.

## **Policies**

Since July 1981, it has been Board policy that only the Sheriff, District Attorney and Auditor-Controller are authorized to conduct criminal investigations. No other County departments are to conduct criminal investigations.

Also, no department may conduct any internal investigation without first notifying the Auditor-Controller's SIU. This ensures that only one department is investigating all allegations. Recently, there have been several instances where two departments were investigating the same employees.

These policies also apply to the inappropriate use of computers. These allegations, whether criminal or not, must be initially referred to SIU by the involved department. It is the responsibility of SIU staff to contact ISD Technical Services.

Departments are encouraged to disseminate information regarding these policies to all personnel.

As previously mentioned there have been a number of management changes in the County. We are therefore requesting your assistance in updating our list of persons to contact regarding internal investigations. Please have your staff complete and return the attached form.

Please call me if you have any questions or your staff may contact Jack Skadsem at (213) 974-9794.

Thank you for your cooperation.

Attachment

AS:PTM:JMS

c: Each Supervisor